

MEETING MINUTES – WFIT Program Board

Date of Meeting: 06/12/13 **Time:** 01:00pm-4:00pm MT

Location: NIFC, FPA Conference Room

Minutes Prepared By: Jaymee Fojtik, Business Representative FPA

1. Meeting Purpose

This is the weekly meeting of the PB. The discussions continue to move from process discussions to operation of the Program Board and Working Groups.

Invitees with indication of Attendance

Andrea Olson, FWS		Chris Markel	X		
David Potter, BIA	X	John Gebhard	X		
Keith Smith	X	Jaymee Fojtik	X		
Richard del Hierro	X	Laura Hill			
Erik Torres	X				

X – Present in person

P – Call in

Blank – Did not attend

2. Meeting Agenda

<i>No.</i>	<i>Item</i>	<i>Time</i>	<i>Owner</i>
1)	Review Agenda		All
2)	WG and Staffing	15	All
3)	WFIT Process Details	30	All
4)	EB Briefing	30	All
5)	All Hands Meeting	15	All
6)	IFT-DSS Presentation	15	All
7)	USDA Access	15	All
8)	IE10	15	Richard
9)	Fuels LOB Review	30	Erik
10)	Mentoring and Career Advancement	15	Erik

3. Meeting Notes, Decisions, Issues

1. WG and Staffing – Hold a meeting with the co-chairs of the working groups and the co-chairs of the program board in preparation of the all hands meeting. The decision was to hold off on the all hands meeting until this is completed. Lead – John G and Richard D
2. EB Briefing Review – members of the program board are welcome to listen in during the EB meeting Friday. Jaymee to send the ppt and agenda with call in information to the group -Completed
3. All Hands Meeting – Hold the all hands meeting after the co-chairs of the working groups and the program board meet.
4. IFTDSS Presentation – The presentation will be Friday June 14th 1230-1430 in the RAWs conference room.
5. USDA Access- Keith will share with the group signed memos that support trusted access among the fire organizations – Completed
6. IE10 – USDA plans to upgrade to IE10 by September. Richard plans to bring up the concern (during the round robin) of the lack of a coordinated “testing” and migration or upgrade plan affects the fire program and their supported systems. It was identified that there is a need for all systems in the portfolio identify the required client software to run the applications and document if there are any known unsupported software – Lead - O&M Working Group
7. Fuels LOB – Determine a date to get the program board PMs (Laura and Chris) and the MAB together to discuss the systems that are funded by fuels. This has a short turn around. Lead – Chris
8. Richard will contact Lisa Elenz and invite her to the next program board meeting to discuss the connection of RD&A in the WFIT process and the expectations of her role as a liaison between the research community and WFIT. – Lead - Richard

4. New Action Items

Action	Assigned to	Due Date	Status
Sharepoint Site Revision	PB	TBD	
NIFC Local IT Support Group	Erik Torrez	TBD	
See additional action items above			